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ABSTRACT

This guide provides information for school administrators and directors of commercial driver training schools about conducting driver education courses in Idaho. The first part of the guide, which applies to both public schools and commercial schools, covers the following areas: administration, sample letters and forms, instructional time requirements and credits, scheduling, driver education instruction permits, student transfers, parent involvement, pre- and post-parent-meeting nights, materials and teaching tools (student observation report and Idaho Class D license skills test), classroom phase and simulation, driver education vehicles, behind-the-wheel phase (including night driving and multiple-car student driving ranges), and grading. The second part, for public school administrators only, contains information about instructor qualifications, student eligibility standards, students with special needs, driver education instruction permits, annual vehicle inspection, insurance, recordkeeping, reimbursement of instructional material, equipment, and reimbursement for students. The third part, for commercial driving school administrators only, contains information on licensing and annual renewal, instructor qualification, student eligibility standards, commercial driver training instruction permits, recordkeeping, contracting with public schools, and vehicle insurance. Sample letters and forms for use with most of these topics are provided in an appendix that makes up half of the document. (KC)

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DRIVER EDUCATION

ADMINISTRATIVE GUIDE

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IDAHO

DRIVER EDUCATION ADMINISTRATIVE GUIDE

As provided by

Idaho Code: 33-1701 through 33-1708
&
Idaho Code: 49-2101 through 49-2106

IDAHO STATE
DEPARTMENT OF EDUCATION

This Administrative Guide reflects current rules and regulations approved by the State Board of Education under IDAPA 08, Title 02, Chapter 06.100

Updates and revisions effective September 25, 1994.

Anne C. Fox, Ph.D.
State Superintendent of Public Instruction
Boise, Idaho

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ACKNOWLEDGEMENTS

Over the years, rule changes were made to the Idaho Code and the Idaho Motor Vehicle Laws that govern driver education in Idaho. The State Board of Education also amended several of its administrative rules for driver education. With this in mind, the Administrative Guide is updated to include these changes, and to assist Superintendents, Driver Education Supervisors, Driver Education Instructors, Commercial Driver Education Schools and Commercial Driver Education Instructors, with administering the Driver Education Programs in Idaho.

The Driver Education Steering Committee and the Department of Education. Driver Education staff are responsible for the content and format of this guide. Careful consideration went into the sequencing of this guide to make it useful and informative for the first-year and veteran instructor alike.

On April 1, 1996 all State Board of Education rules will sunset, which means they will no longer be valid. When the new rules are adopted an updated manual will be sent to you.

PUBLIC AND COMMERCIAL SCHOOLS

PUBLIC & COMMERCIAL SCHOOLS

ADMINISTRATION

The State Department of Education has the responsibility of providing leadership to all school districts and commercial schools in offering driver education.

Considerable planning and forethought are needed in each district to assure the success of the driver education program. The community should be alerted to the value and availability of the program and constantly kept informed of its progress.

The importance of driver education demands that the subject possess the same degree of autonomy as any other subject. The instructors and supervisors are of primary importance. The success of the program depends on their preparation, abilities, personalities and character. Every effort should be made to employ people who have a genuine interest in traffic safety.

Since the youthful drivers are a part of the traffic environment, they should become a knowledgeable asset to that scene. Driver education programs should serve as a laboratory for teaching citizenship in the use of our streets and highways.

SAMPLE LETTERS & INFORMATION

1. INITIATING A PROGRAM

The parents should be notified that the school will be starting a driver education program well in advance (six to eight weeks). A letter should be sent out informing the patrons of such classes being offered. (See Appendix page 23)

The local newspaper should also be informed of the classes being offered for those students who are not regularly enrolled in school but are eligible.

2. REPORT TO INSURANCE COMPANIES

Many insurance companies require proof that a student has completed a certified driver education class in order to receive lower insurance rates. A copy of one such form is supplied for your use. (See Appendix, page 24)

3. PROGRESS REPORT TO PARENTS

Progress reports are important communication tools to keep parents informed on the progress of their students. (See Appendix, page 25)

4. FINAL REPORT TO PARENTS

A final report should be sent to the parents of each student. This report should give information on areas the parents can help improve the student skills and skills not covered in class. (See Appendix, page 26)

5. DRIVER EDUCATION PROGRAM CHECKLIST

The driver education program checklist should be used well in advance of starting the class (six to eight weeks). The checklist will remind you what still needs to be done before the driver education class starts. (See Appendix, page 27)

INSTRUCTIONAL TIME REQUIREMENT & CREDIT

It is essential the regulations below be followed because of the instructional time requirements for driver education programs. All students must receive at least 30 classroom hours, six hours of behind-the-wheel and six hours of in-car observation over a 42 calendar day period. Complete record keeping is essential to verify student performance. Shortcutting any of these requirements will result in shortchanging students from their rightful training.

a. Minimum Driver Education Program - An approved driver education program shall be conducted in a minimum time frame of six weeks (42 calendar days) duration. During this six weeks time frame, students shall be regularly scheduled for class and behind-the-wheel instruction periods. Progress records and a driving log of behind-the-wheel instruction shall be kept on all students. (IDAPA 08.02.06.100.10a)

b. Minimum Instruction Time - Each student shall receive a minimum of thirty (30) clock-hours of classroom instruction, six (6) hours behind-the-wheel instruction and six (6) hours of in-car observation time. (IDAPA 08.02.06.100.10b) **It is recommended that students receive 12 hours of in-car observation time.**

c. Course Credit - If a driver education course includes seventy (70) or more hours of instruction, the local school district may give one (1) semester credit. Classroom, behind-the-wheel and observation time may all be counted in the seventy (70) hour program. (IDAPA 08.02.06.100.10c)

SCHEDULING

Make every effort to schedule the driver education program so all eligible students may participate. Special attention must be directed toward the needs of students who have limited time available outside the regular school day.

It is recommended that no more than 30 students be scheduled for one class. Larger groups may be scheduled for films, lectures, team teaching, etc., under careful supervision.

Students receive greater benefit from the program when the classroom and behind-the-wheel phases are closely coordinated. However, it is recommended that the classroom phase start one week prior to the behind-the-wheel phase. A schedule that completes the classroom phase long before the behind-the-wheel phase creates the need to re-teach students. It doesn't take advantage of their readiness, interest or recall.

Primarily, careful scheduling provides a quality program for all students. Extra time may be allowed to take care of individual differences among students.

a. Maximum Behind-The-Wheel Driving Time - The maximum behind-the-wheel driving time is sixty (60) minutes per day per student. (IDAPA 08.02.06.100.11a)

b. Number of Students For In-Car Instruction - At no time shall any instructor conduct in-car instruction with less than two (2) or more than three (3) pupils in the car. Exception: One student may be scheduled when it is in the best interest of the student. Some reasons to schedule just one student may be: (1) physical or mental disabilities, (2) remoteness of student residence and (3) nervous students. This exception is only valid with written permission of the parent or legal guardian. However, all students must meet the six (6) hour requirement for in-car observation time. (IDAPA 08.02.06.100.11d)

c. Maximum In-Car Observation Time - Students shall not be scheduled for more than sixty (60) minutes in-car observation time unless a time-lapse of at least three (3) hours has been given. (IDAPA 08.02.06.100.11c)

DRIVER EDUCATION INSTRUCTION PERMITS

Prior to enrolling in the driver education program, the law requires that all students have a valid driver education instruction permit. Students must **not** be allowed to attend class or begin the behind-the-wheel phase without this permit. (See Appendix, page 46)

It's important that driver education instructors work closely and cooperatively with the local licensing agency. Please inform them prior to the start of classes so additional licensing personnel may be used, if necessary, to issue the permits.

STUDENT TRANSFERS

Students transferring to Idaho must meet the same requirements for driver education as resident students of the state. Transfer students fall into two categories:

a. Completed Driver Education in Another State - If a student has completed a driver education program in another state, an evaluation must be made to ensure that they have completed the required classroom, behind-the-wheel, and observation times as required by the State of Idaho. If not, the student must obtain an Idaho Driver's Training Instruction Permit and complete the required hours before an Idaho license will be issued.

b. Did Not Complete Driver Education in Another State - Students not completing an approved driver training course before transferring, must provide official written verification of previous training (to date) from the former school. Verification must show number of hours completed in the classroom, behind-the-wheel and in-car observation.

These students are required to purchase an Idaho Driver's Training Instruction Permit to complete their training in Idaho. The instructor must conduct an evaluation of the student's current knowledge and skill level for proper placement into the driver education program. (IDAPA 08.02.06.100.08.a)

Both categories of students must provide written official records from their former state, signed by the instructor or coordinator of the program.

PARENT INVOLVEMENT

Parent support is essential. Widespread and on-going parent participation in the education process is an important goal.

DRIVER EDUCATION PARENTS' MEETINGS

A parent night meeting should be held one week prior to the classroom starting. Some examples of items needed in a pre-driver education parent night meeting are:

1. Greeting/sign-in/introductions
2. Course requirement
3. Grading/attendance/discipline policies
4. Guideline on what parents can do
5. Classroom and driving schedule
6. Guidelines for classroom and behind-the-wheel phases
7. The dates class will start and end
8. Invite the parent to visit class
9. Guest speaker, e.g., police, insurance agent, etc.

An additional parent night meeting should be held at the end of class to discuss what students have learned, and what parents need to know about their inexperienced drivers. Some examples of topics needed in a post driver education parent night meeting are:

1. Greeting and roll call
2. Licensing requirements
3. Short video on seat belts or attitude
4. Guest speaker, insurance agent, police, etc.
5. Parents' responsibilities and rights
6. Rights and responsibilities of students
7. Questions and answers
8. Invite parent for final drive
9. What skills were taught in class
10. What skills were not taught in class
11. Evaluation of each student (letter)
12. Awards for students

MATERIALS AND TEACHING *TOOLS*

Due to increasing demands on the driver education fund, the purchase of equipment or instructional material must be approved in writing by the director of driver education, or his or her representative, **before** a purchase is made. (IDAPA 08.02.06.100.01)

Textbooks adopted by the State Board of Education are: (1) *Responsible Driving*, Webster Division, McGraw Hill Co., (2) *Tomorrow's Drivers*, Houghton-Mifflin Co., (3) *Drive Right*, Scott, Foresman and Co. We will keep you informed of new adoptions.

However, textbooks are not always necessary for a successful classroom experience. The *Driver Education Curriculum Guide* is available from the State Department of Education. This guide is activity and performance oriented and will help instructors develop a scope and sequence for the classroom.

The state also publishes a *Standardized Driving Skills Guide* that gives specific information on skills that need to be covered. It is recommended that the *Standardized Driving Skills Guide* be reproduced for students.

Students need their own *Idaho Driver's Manual* to become thoroughly familiar with the law before they drive. Manuals are available from your local licensing agency.

A video library is available to instructors. A *Driver Education Video Booking List* is used to reserve videocassettes from the library. Videos are available on a first-come, first-served basis. Telephone reservations are not accepted. Videos and other visual aids are an integral part of a well planned classroom. However, use of videos should be carefully planned and relate to the material being taught. (See Appendix, page 28)

Guest speakers, such as magistrates, police officers, doctors, insurance agents and other safety professionals will enrich the classroom experience. Screening a potential speaker will ensure a positive influence for your students.

Some organizations may supply low-cost or free materials in reasonable quantities. Proper use, not merely availability, determine their value. Posters and pamphlets can be especially effective when properly used.

The following additional teaching *tools* are recommended:

(a) The Student Observation Report - is a useful tool for students when the instructor gives them the proper input. Instructors need to talk with, and involve student observers in the traveling classroom. (See Appendix, page 30)

(b) Idaho Class D Behind-the-Wheel Skills Test - should be given to students toward the end of the course. Testing will show how much students actually learned about the necessary skills. Test should be similar to Idaho Transportation Department's road test. (See Appendix, page 32)

CLASSROOM PHASE

The classroom phase of driver education provides a great opportunity for students to learn basic skills, proper attitude and rules of the road in a controlled environment.

It is recommended that the classroom phase start one week prior to the behind-the-wheel phase.

The *Standardized Driving Skills Guide* and the *Idaho Driver's Manual* should be taught during the first week. Teaching the laws and skills before the student drives will give more time for teaching defensive driving in the car.

After the behind-the-wheel phase starts, skills and laws should be reviewed daily in the classroom.

Instructors should use every *tool of the trade* available:

1. Classroom textbooks adopted by the State Curriculum Board should be used as a supplement to the course. *Responsible Driving, Drive Right,* and *Tomorrow's Driver's* are just a few. They will help you teach driver education in the community.
2. The *Idaho Driver Education Curriculum Guide* and *Standardized Driving Skills Guide* are available from the State Department of Education. The *Idaho Driver's Manual* is available from the license examiner at the local sheriff's office.
3. Bulletin boards with positive driver ed ideas and class and driving times, etc.
4. Poster displays to promote traffic safety.
5. Traffic sign displays to familiarize students with sign shapes and colors.
6. Group work allowing students to express their ideas.
7. Teaching strategy in the classroom helps students develop good habits and increases their driving skills. Example: Use paper plates as steering wheels so students can practice hand-over-hand, changing lanes and passing.
8. Share your driving experiences with students.
9. Give students opportunities to survey intersections, school parking lots and attend traffic court when schedule permits.
10. Use guest speakers: police officers, insurance agents, judges, *Operation Life Saver* representatives, car salesmen, etc. It is important to interview guest speakers and give guidelines before asking them to speak. Speakers should also be cleared by school administration.

Districts need to develop a scope and sequence for the classroom and behind-the-wheel phases. It should be adapted to the district's geographic location, approved by the school board, and used by all instructors for uniformity.

SIMULATION

Simulation can be an important part of the student's driving experience. Simulation is not the actual driving experience; it is practice driving sessions with a device like the state's *blue steering wheels* or a manufactured driving simulator, used in a controlled classroom environment. It gives students some basic experience and the *feel* of driving before actually encountering the *real thing*.

Simulation can help students gain experience with the needed steps to recover from a skid or fish tail. Simulation can also teach them how to make an off-road recovery.

Monitor (electronic) simulators may be used and substituted for part of the behind-the-wheel instruction phase on the basis of three (3) hours simulation for one (1) hour of behind-the-wheel driving. Simulation instruction may be substituted for not more than three (3) of the total six (6) hours required for behind-the-wheel instruction. (IDAPA 08.02.06.100.15a)

Program substitution - No combination of multiple-car driving range or simulation instruction shall result in less than three (3) hours of on-the-street practice driving for students. (IDAPA 08.02.06.100.15b)

DRIVER EDUCATION VEHICLES

Three methods to secure vehicles for driver education programs are: free-loan, lease and purchase. Some districts use one or more methods to assure vehicle availability. Long-term costs of each should be considered before deciding which method to use.

Registration and proof of insurance must be carried in the vehicle at all times. (Idaho Code 49-427 & 49-1232)

a. All driver education vehicles used for student instruction shall, in all cases, be equipped with at least the following minimum equipment: (IDAPA 08.02.06.100.03a)

- Dual control brakes (instructor controlled)
- Right and left side rear-view mirrors
- Triangular, yellow rooftop sign for public schools
- Triangular, white rooftop sign for commercial schools with the following lettering:
  - Driver Education or Student Driver
  - School district number and name or
  - Commercial school name
  - Name of dealer, if free-loaned from a dealer
- Seat belts for all occupants
- Driver education vehicle inspection sticker
- License plates
- Vehicle inspection certificate
- A cutoff or kill switch is recommended, but optional

b. Vehicle Condition - No school shall use any vehicle in a driver education program unless that vehicle is in proper operating condition. (IDAPA 08.02.06.100.03d)

BEHIND-THE-WHEEL PHASE

The behind-the-wheel phase is unique because it provides a classroom that's *moving down the street*. Quick decisions must be made.

Schools should develop and follow a scope and sequence that tracks, and builds upon, skills previously taught. The scope and sequence should fit the geographic location where students drive the most. Guide should contain all skills described in the *Standardized Driving Skills Guide* because it outlines what skills should be taught and when. Keep copies of the *Standardized Skills Guide* and the *Idaho Driver's Manual* in the back seat of the car for references as situations arise.

It is very important for the instructor to create the proper atmosphere. Driving is serious business and can be life threatening. While interacting with traffic in the "traveling classroom," the instructor must emphasize proper attitude development not only for the student driver, but the observers as well. Students have just six hours of actual hands-on experience, so observation time is critical in the development of driving skills. Instructors should find techniques and strategies that always involve student observers. If not, observers will laugh and talk about unrelated matters.

Maintain student driving logs for each student during the behind-the-wheel phase. All pertinent information must be recorded and kept five (5) years. In addition, Idaho law requires that student driver education instruction permits be carried in the vehicle. (See Appendix, page 34)

Another factor contributing to proper attitude development is the cleanliness and physical condition of the vehicle. Instructors can create positive preventive maintenance attitudes in their students by making sure vehicles are in safe operating condition. Loose articles, litter and dust need to be removed regularly.

Instruction before and after school create situations where students and instructors will have, or have had, a full day. Fatigue hinders the performance and productivity of both. Driving schedules should benefit students and not be just for the convenience of instructors.

The behind-the-wheel phase is probably the most challenging work an instructor will do. Quick-thinking situations may emerge and traffic conflicts can be frequent. **Therefore, it is recommended that instructors teach no longer than six (6) hours per day behind-the-wheel.** Instructors must teach, not simply go for a ride with the students.

Remember, you are teaching life saving skills! Students might fail Math or English but it won't cost them their lives! Students in driver education failing to learn skills, laws, or to develop the right attitude, may never make it to adulthood. The challenge is yours!

NIGHT DRIVING

The majority of driving should be done in daylight hours. In some areas, this may mean driving on Saturdays, holidays or early mornings. Although night driving is not recommended for young drivers, it might be necessary because of short daylight hours.

Instruction may be given after dark when instructors feel it is in the best interest of students and where daylight hours are restricted. (IDAPA 08.02.06.100.12)

MULTIPLE CAR STUDENT DRIVING RANGES

A multiple car student driving range is an off-street blacktopped area marked with traffic lanes, intersections, grades, curves, markings, signs and signals. Ranges must have effective in-car communication systems so one instructor can give instructions to as many as six students in six cars. Range practice gives students the opportunity to drive alone in a protected environment while learning to maneuver the vehicle. The instructor's time is put to better use by allowing him or her to give direction to several students at the same time. Therefore, students get more time behind-the-wheel. Careful planning to integrate range time with behind-the-wheel and classroom time is important when using this type of program.

Driving ranges can be set up in existing parking lots, on vacant property, or on streets that have been closed. Use traffic cones and pylons to mark courses. Whichever type of range you use, good communication is essential for success. Students will probably be more relaxed in a range situation because the instructor is not in the car.

The driving range is another *tool* used to create the best possible drivers to share the roads in Idaho.

Two hours of range driving may be substituted for one (1) hour of on-street driving instruction. Multiple-car instruction may be substituted for not more than three (3) of the total six (6) hours required for behind-the-wheel instruction. (IDAPA 08.02.06.100.14)

GRADING

There are three (3) areas to carefully consider when grading students:

- classroom work
- behind-the-wheel
- attitude

Any student who fails in any one of the three (1 of 3) grading criteria **shall be failed for the entire course**. (IDAPA 08.02.06.100.13a)

Driving Without a Valid Driver's License - Any student driving any motor vehicle on a public roadway or right-of-way while enrolled in a driver education program without a valid driver's license shall be failed for having exhibited poor attitude. (IDAPA 08.02.06.100.13b)

Students may drive two, three, or four wheel vehicles on public roadways while participating in driver education classes, as long as they pertain to agricultural work and the vehicles are not required to be registered.

PUBLIC SCHOOLS

PUBLIC SCHOOLS

In addition to the preceding chapter for commercial and public schools, all public school driver education programs shall comply with the following rules and regulations:

INSTRUCTOR QUALIFICATIONS

When selecting driver education instructors, think about the fact that they will driving under the scrutiny of the motoring public. Since the public can be critical, districts need to maintain good public relations by hiring instructors with responsible and competent driving habits while teaching and in their personal vehicles.

a. Teaching Qualifications - All school district driver education instructors shall meet the following standards:

- Hold a valid Idaho teaching certificate.
- Have four (4) semester credit hours which shall consist of not less than two (2) semester credit hours of classroom driver education techniques, followed by not less than two (2) semester credit hours in behind-the-wheel teaching techniques.
- Have three (3) years of satisfactory driving experience immediately preceding the time of teaching, as evidenced by The Idaho Transportation Department.
- Hold a valid Idaho Driver's license except the State Board of Education may grant a deviation from the rule upon application. Such application must include proof of a satisfactory driving record from the licensing state as shall be determined by the Board. (IDAPA 08.02.06.100.05a)

b. Satisfactory Driving Experience - All school district driver education instructors shall have the following satisfactory driving record as determined by Idaho Transportation Department records: (IDAPA 08.02.06.100.05a,b)

- No conviction for traffic violations that carries a mandatory suspension or revocation of driver's license within the preceding thirty-six (36) months.
- Not more than one (1) conviction for any moving traffic violation within one (1) twelve (12) month period of the previous thirty-six (36) months.
- Entire driving records shall be free of involvement in any fatal traffic accident resulting in conviction for any moving traffic violation.
- Entire driving record shall be free of conviction for driving while driver's license is revoked or suspended.

NEW INSTRUCTOR QUALIFICATIONS (PENDING CERTIFICATION)

All prospective teachers graduating in the spring will not have a valid teaching certificate until September 1 of that year.

During the summer after graduation, if an uncertified teacher is asked to teach driver education for a school district, the following steps must be taken:

School district must:

- first have *dire need* and no other certified instructor(s) available to teach; and must make every effort to locate and hire a qualified instructor.
- send written request to the State Department of Education, Teacher Certification supervisor on behalf of the uncertified teacher. Include reason(s) for requesting a teacher not yet certificated with the state.

New teacher must:

- fill out an application available from the State Department of Education, Teacher Certification and pay required fee for a temporary *consultant* certificate. (Certificate will be valid until August 31 only).

Professional Standards Commission will:

- review the application for *consultant*.and the district's request only at their **next regularly scheduled meeting**. The Commission meets in July, September, October, January, March and April of each year.
- notify the new teacher when final approval/disapproval is determined.

STUDENT ELIGIBILITY STANDARDS

When starting a driver education program, every effort should be made to inform all interested students within the school district. This includes private schools, parochial schools and home school students. It is recommended that the district advertise driver education class information in the local newspaper and on their local radio station.

Students who are enrolled in a driver education class must be at least fourteen (14) years of age. However, it is recommended that the students be fifteen (15) years of age by the completion of the class. If the student is not fifteen (15) years of age, student will be required to wait until his/her fifteenth (15th) birthday to take the written test to obtain a license. If ninety (90) days has elapsed since completing driver education, the student will be required to take both the written test and the road test from the license examiner before a license will be issued.

Driver education programs may be operated by each school district on a voluntary basis. If a district chooses to have a program, eligibility of the students shall be based on the following standards:

a. Age of Students - Students who are of the ages fourteen through twenty-one (14-21) may take driver education in the regular school program. No reimbursement will be made for those students who are not at least fourteen (14), nor will reimbursement be made for those students who complete the course after reaching their twenty-second (22nd) birthday. (IDAPA 08.02.06.100.06b) (Idaho Code 33-1703)

b. Private, Parochial, or Home School - These students may take driver education courses offered by the public school. *No charge or enrollment fee not required of public school enrollees in the district shall be required of, or paid by, such private or parochial school students.* (Idaho Code 33-1703)

c. Students with Disabilities - The school district may require the student to obtain written clearance from a doctor before accepting the student's enrollment, if it is felt there is a question of medical or physical ability. Once enrollment is accepted, effort should be made to adapt lesson materials to meet the student's particular needs. Special lesson materials are available for students with lower reading levels. (Individuals with Disabilities Education Act, IDEA; PL 101-476)

d. Foreign Exchange Student - If student requests enrollment in a driver education course, the district needs to require the following:

- Proof of identity and age (passport)
- Proof of residency (school)
- Foreign exchange papers
- Pass the applicable exams at the appropriate times (49-306, Idaho Code & Idaho Driver's Manual, chapter one)

e. Student Eligibility Outside the District - Those students who are enrolled in the regular curriculum of an Idaho school district may be given driver education outside the "home" district provided the administrator obtains written permission from the administrator of the "home" district. (IDAPA 08.02.06.100.06a)

f. Non-School Residents - Residents of Idaho between the ages of fourteen through twenty-one (14-21) and who are not enrolled in public, private, or parochial schools shall be allowed to enroll using the same criteria established for public school students. Reimbursement will be made for these students. (IDAPA 08.02.06.100.06c)

STUDENTS WITH SPECIAL NEEDS

The need for driver education programs for students with special needs does exist in school districts. Prior to an individual with disabilities enrolling, an individualized education program (IEP) may need to include specific items relating to driver education instruction. The IEP should include a statement of the special needs, including specific goals and instructional objectives supporting driver education.

A parent conference with the driver education coordinator is recommended to determine expectations and limitations before a working plan is developed, and prior to placement.

When the IEP evaluation is finished, student may enroll. The school district may require written clearance from the student's doctor before accepting his or her enrollment, if it is a question of medical or physical ability.

Once enrolled, every effort should be made to adapt lesson materials to the student's particular disability. Special lesson materials are available for various types of disabilities. (Individuals with Disabilities Education Act, IDEA; PL101-476)

The Idaho Department of Vocational Rehabilitation is a funding resource available to students qualifying for special needs programs. The local special education department may have funds to help individuals take driver education, if they have identified in the IEP. The source of the fund is usually from Title 6-B monies, that can be used to help special education students.

Students with disabilities, not eligible for special education services, should consult with the district's school staff responsible for determining special needs. For example, the occupational/physical therapist, nurse, psychologist and driver education coordinator are excellent resources when developing a working plan designed for this type of student.

DRIVER EDUCATION INSTRUCTION PERMITS

Prior to enrolling in driver education, it issential that all students have valid driver education instruction permits. Students must **not** be allowed to attend the classroom or behind-the-wheel portion without the permit. (See Appendix, page 46)

Driver education instructors need to work closely and cooperatively with the local licensing agency. Please inform them prior to the start of classes so additional licensing personnel can prepare for the influx of students.

The following is required when applying for a student driver training instruction permit:

- accompanied by one parent or legal guardian
- $30 permit fee
- picture I.D. (year book, etc.)
- proof of age (certified birth certificate)

a. Students - All students, age fourteen (14) through twenty-one (21) years, shall have a driver training instruction permit issued by the sheriff's office, before being enrolled in a driver education program. Exception: Students who possess a valid Class D license may enroll in an approved driver training program without obtaining a driver training instruction permit by paying the required driver training instruction permit fee directly to the State Department of Education. The fee shall be deposited into the Driver Training Fund. (IDAPA 08.02.06.100.07a)

b. Driver Training Instruction Permit - The driver training instruction permit shall be issued to the instructor by the county before the first day of class. Once the instructor receives the permit from the county it is not to be given to the student or parent for any reason. This permit shall be in the vehicle each time the student drives on the public streets or roadways. (IDAPA 08.02.06.100.07b)

c. Class Completion - When the driver education class is completed, all permits are to be filled out showing hours completed, grade received, signed by the instructor, then taken to the licensing agency by the instructor. (IDAPA 08.02.06.100.07c)

d. Certified Birth Certificate - If an applicant for a driver training instruction permit cannot provide a certified copy of his or her birth certificate at the time of application, the department may issue a temporary driver's training permit upon receipt of both a photo identification and a letter from the school verifying the applicant's enrollment in a driver training course. Upon receipt of the certified copy of the birth certificate, the department shall issue the driver's training instruction permit. (Idaho Code 49-305)

TRANSFERS

When students transfer into a district from in-state or out-of-state, the receiving district shall require written documentation of the exact hours of classroom, behind-the-wheel and observation time completed. The sending district should also provide receiving district with the classroom progress and a copy of the driving log. This information will help the instructor adequately evaluate the student's skill and knowledge level. A phone call is not acceptable as verification of the progress of the student.

a. Transfers Out of the District/State - If any student transfers to another school before completing driver education, the permit shall be marked to show the hours actually completed and grade earned to date, signed by the instructor, and forwarded to the new district with the student's transcript. (IDAPA 08.02.06.100.08a)

b. Students Transferring Into State Who Have Not Completed An Approved Driver Education Course - Students transferring into the state must provide official written verification of training from the school where the course was taught specifying the number of hours completed in the driver education classroom, behind-the-wheel and in-car observation. These students will be required to purchase an Idaho Driver Training Instruction Permit. The receiving school district driver education instructor will conduct an evaluation of the student to determine the student's current knowledge and skill level for proper placement in the driver education program. (IDAPA 08.02.06.100.08b) The number of hours completed and a "T" should be recorded on the student list submitted to the State Department of Education for reimbursement.

WITHDRAWALS

If a student withdraws from driver education, it is the instructor's responsibility to determine whether or not it is for a valid reason. The regulations listed below are guidelines. It is important to be fair, but equally important to be firm when making the decision.

a. Valid Reason - If any student withdraws with a valid reason, illness, broken bones, etc., the permit shall be held and the student re-enrolled in another class without buying a new permit. In such cases the permit shall be held on file by the school, marked to show hours completed and the grade to date. A "W" shall then be shown on the student list submitted to the State Department of Education with the claim for the class in which the student originally enrolled. (IDAPA 08.02.06.100.09a)

b. Without a Valid Reason - If any student withdraws from a driver education class without a valid reason, the permit is marked to show hours completed, failing grade is given, and is signed by the instructor and sent to the licensing agency with the other permits at the end of the class. A "WF" should be shown on the student list submitted to the State Department of Education. (IDAPA 08.02.06.100.09b)

ANNUAL VEHICLE INSPECTION

An essential safety factor is the annual inspection of driver education vehicles. The inspecting officer should be contacted several days prior to the beginning of class so that any corrections can be made before students drive. The main purpose of annual inspections is to ensure the required equipment is in-place and operational.

a. Vehicle Inspection - Between July 1 and June 30 of each fiscal year each school district shall cause every driver education vehicle before it is used for student instruction to be inspected by an officer of either the local police department or sheriff's office using a form provided by the State Department of Education. (IDAPA 08.02.06.100.04a) (See Appendix, page 35)

b. Vehicle Equipment - Each inspection shall determine compliance with Idaho Code requirements for motor vehicles and shall require that the vehicle has satisfactorily working dual control brakes, two (2) seat belts front and back, a rearview mirror on each side and an approved rooftop sign. (IDAPA 08.02.06.100.04b)

c. Vehicle - If the vehicle is in compliance, the officer shall sign the driver education car inspection sticker and place it on the lower or upper center of the driver education vehicle windshield. (IDAPA 08.02.06.100.04c)

Inspection stickers must be obtained from the State Department of Education, Driver Education, before contacting law enforcement. Failure to have inspections performed may result in a citation issued to the instructor.

VEHICLE INSURANCE

Insurance must be in force before any in-car instruction is given. Minimum requirements for liability insurance are: (Idaho Code 6-924)

$500,000 for public liability for bodily injury to one person
$500,000 for public liability for bodily injury to two or more persons
$500,000 for public liability for property damage

Comprehensive, collision, and hospitalization are not required and are left to the discretion of the local board of trustees.

RECORD KEEPING

To qualify for reimbursement, certain requirements must be met. The following forms have been developed to simplify record keeping:

a. Annual Program Plan (DE-194.A) School districts shall file by April 15 of each year, on forms furnished by the State Department of Education, information on plans for the coming fiscal year. This plan is not clearance to operate a program. (IDAPA 08.02.06.100.02a) (See Appendix, page 37)

b. Application to Operate (DE-194.B) School districts shall submit to the State Department of Education at least 30 days prior to the starting date of the driver education class (es). Any school district which operates any driver training program without prior written approval from the State Department of Education shall not be entitled to reimbursement, as provided in section 33-1707, Idaho Code, for the unapproved plan, or the unapproved portions of any plan. (Idaho Code 33-1704) (See Appendix, page 39)

c. Student List - When filling out the student list the instructor must complete columns A-E (starting and ending dates of class, instructor name, school district, student name, age, sex, date of birth, and permit number) at the beginning of each class. Send the top *white* page to the Department of Education, Driver Education Program *during the first seven days of class.* Column F (shaded) is to be filled out at the end of the class. Then send the *canary & pink* copies to the State Department of Education with the Claim for Reimbursement (DE1294 C.) within 45 days following the completion of the class. Retain the *goldenrod* copy for your files. (Idaho Code 33-1706 and IDAPA 08.02.06.100.07d) (See Appendix, page 41)

Pass or Fail Grade - The student list, which is sent to the State Department of Education, shall show only a pass or fail grade for each student enrolled. (IDAPA 08.02.06.100.13c)

d. Claim for Reimbursement (DE 1294.C) Shall be submitted within 45 days of the completion date of a driver education course or courses for all costs incurred in the operation of the program. When sending the Claim for Reimbursement to the State Department of Education, the school district must send receipts for the transactions related to the driver education program. (Idaho Code 33-1706) (See Appendix, page 43)

e. Accident Report (DE 1194.E) Each school district shall file an accident report on forms furnished by the State Department of Education within two weeks following any accident involving a driver education vehicle, regardless of the extent of the damages. NO reimbursement will be made for damages not reported on an accident form. (IDAPA 08.02.06.100.02b) (See Appendix, page 45)

REIMBURSEMENT OF INSTRUCTIONAL MATERIAL & EQUIPMENT

Due to increasing demands on driver education funds, purchases of equipment or instructional material must be approved in writing by the Director of driver education or his or her representative, **before** any purchase is made. (IDAPA 08.02.06.100.01)

School districts are required to report all instructional material and equipment expenditures like textbooks, instructor brake, rooftop sign, extra mirror, etc., if reimbursement is to be made. Omitting expenditures can result in lowering the reimbursement.

REIMBURSEMENT FOR STUDENTS

The actual cost of school district's driver education program is reimbursable up to, but not exceeding, $100 per student from the driver education fund. These funds are dedicated and raised by a portion of the fee on each *Class D Operator's license, Class D Instruction Permit, Driver Training Permit, Commercial Driver Training Permit and Class D Duplicate Driver's License.*

The cost of operating a program has increased steadily each year. Because of the increase some districts charge students a user fee to take driver education.

Student fees shall be reported on the reimbursement claim form. All fees generated from the program must be reported on the line provided on the claim form.

Reimbursement claims are filed throughout the year, depending upon the completion date of a class(es). Reimbursement payments are made to districts three times a year: March 15, August 15, and October 15. **Claims are due within 45 days of the completion of each class.**

If there is a need, two or more districts may cooperate in offering driver education. However, only one district may submit a claim, and any adjustments of costs are made between the cooperating districts.

COMMERCIAL SCHOOLS

COMMERCIAL SCHOOLS

LICENSING AND ANNUAL RENEWAL

In addition to the first part of this guide for commercial and public schools, all commercial schools shall comply with the following:

No commercial driver training school shall be established nor shall any existing school continue to operate, unless the school applies for and obtains from the State Board of Education a license in the manner and form prescribed by the State Board of Education. (Idaho Code 49-2101)

Expiration and Renewal of Licenses --Fees - All licenses shall expire on the last day of the calendar year and may be renewed upon application to the State Department of Education as prescribed by regulations of the State Board of Education.

Commercial Driver Training School License - Applicants for an original or renewal license to operate a commercial driver training school shall furnish the State Department of Education with the following information:

- Name of the applicant; name under which the commercial driver training school will do business; and the location of the principal place of business, mailing address and telephone number
- Each application for an original or renewal school license shall be accompanied by a fee of fifty dollars ($50.00) (See Appendix, page 47)
- An affidavit must be provided from the insurance company supplying the policy that the applicant is carrying a minimum of five thousand dollars ($5,000) medical insurance, one-three-one hundred thousand dollars ($100,000,$300,000,and $100,000) property loss and property damage insurance on each vehicle operated by the commercial driver training school
- An outline of the curriculum proposed to be taught by the driver training school, and a schedule of the fees charged students, i.e., hourly, daily or complete course rates, must accompany the application. The curriculum outline and course shall meet the standards as prescribed by the State Board of Education for driver education in the secondary schools of the State of Idaho
- Adequate records of course attendance by student name, dates and times of course, and other such information as may be required by the State Department of Education, shall be kept on file for a period of at least three (3) years and shall be open to inspection by State Department of Education officials at any time during regular office hours. (Idaho Code 49-2103 & IDAPA 08.06.02.100.16i) It is recommended records be kept for five (5) years.
- Records of students shall be kept as required by the State Department of Education (Idaho Code 49-2101 & IDAPA 08.02.06.100.16a)

INSTRUCTOR QUALIFICATIONS

Commercial Driver Training Instructor License - Applicants for an original or renewal license as an instructor in a commercial driver training school shall furnish the State Department of Education with evidence of compliance with the following minimum qualifications:

- each application for an original or renewal instructor's license shall be accompanied by a fee of ten dollars ($10.00). (49-2104, Idaho Code) (See Appendix, page 48)
- possession of a valid Idaho Class D license issued to the applicant
- a certificate, current within three (3) years, from a licensed medical doctor that the applicant is not subject to any condition which brings about momentary or prolonged lapses of consciousness or control, which is or may become chronic, nor suffering from physical or mental disability or disease serving to prevent him from exercising reasonable and ordinary control over a motor vehicle (See Appendix, page 49)
- evidence of having completed at least four (4) semester hours in driver training designed for instructors of driver training from a qualified driver training school. (Section 49-2103, Idaho Code) (IDAPA 08.06.02.100.16)
- each instructor shall meet these minimum certification standards: have eight (8) semester credit hours in professional education courses; [*Persons interested in applying for the commercial driver education instructor license must have the required course work on official college or university transcripts. The professional and foundational courses are those that provide theory and practice in instructional strategies and the acquisition of teaching competencies. Professional preparation also emphasizes the study of the child and an understanding of historical, philosophical, and psychological foundations of teaching and learning.*]
- have four (4) semester credit hours in driver education which shall consist of not less than two (2) semester credit hours of classroom driver education techniques followed by not less than two (2) semester hours in behind-the-wheel teaching techniques
- have three (3) years of satisfactory driving experience immediately preceding the time of teaching, as evidenced by the Idaho Transportation Department.

Driving Record - All driver education instructors shall have the following satisfactory driving record as determined by Idaho Transportation Department records:

- no conviction for traffic violations that carries a mandatory suspension or revocation of driver's license within the preceding thirty-six (36) months
- not more than one (1) conviction for any moving traffic violation within one (1) twelve (12) month period of the previous thirty-six (36) months
- entire driving record shall be free of involvement in any fatal traffic accident resulting in conviction for any moving traffic violation
- entire driving record shall be free of conviction for driving while driver's license is revoked or suspended. (Idaho Code 49-2103 & IDAPA 08.06.02.100.16c)

Moral Character - All persons licensed hereunder shall be of good moral character. Evidence of immoral act disqualifies the applicant or licensee automatically. (Idaho Code 49-2103 & IDAPA 08.06.02.100.16d)

Application Forms - All applicants for licenses shall be submitted on the appropriate form as determined by the State Department of Education. (Idaho Code 49-2103 & IDAPA 08.06.02.100.16e)

STUDENT ELIGIBILITY STANDARDS

Students enrolling in driver education must be at least fourteen (14) years of age. However, it is recommended that students be fifteen (15) years of age by the completion of class. If students are not fifteen (15) years of age, they will be required to wait until their fifteenth (15th) birthday to take the written test to obtain a license. If ninety (90) days has elapsed since completing driver education, students are required to take both the written test and the road test from the license examiner before a license can be issued. (Idaho Code 49-31(4))

Instruction of Individuals Ages Fourteen (14) Through Sixteen (16) Years - Students ages fourteen (14) through sixteen (16) years shall be given the same course as required in public school driver education programs.

Exception: When instructing students fourteen (14) through sixteen (16) years, commercial schools enrolling four (4) or less students in a class, may have those students complete their six hours of required observation time by observing their parents or legal guardians driving. The instructor should give parents or legal guardians guidelines on how to interact with the students. The following is a list of requirements that shall be met:

(1) not more than four (4) students in a class; and
(2) not less than thirty (30) hours of classroom instruction are provided; and
(3) not less than six (6) hours behind-the-wheel practice driving are required; and
(4) not less than six (6) hours of observation time are completed with a parent or legal guardian. (IDAPA 08.02.06.100.16h)

COMMERCIAL DRIVER TRAINING INSTRUCTION PERMIT

Prior to enrolling in a commercial driver education program, it is essential that all students have valid commercial driver education instruction permits. Students must **not** be allowed to attend classroom or behind-the-wheel portion without permits. (See Appendix, page 46)

It is important that commercial driver education instructors work closely and cooperatively with the local licensing agency issuing the permits.

The following is required of a student when applying for a commercial driver training instruction permit:

- accompanied by one parent or legal guardian
- $10 permit fee
- picture I.D. (year book, etc.)
- proof of age (certified birth certificate)

If an applicant for a driver training instruction permit cannot provide a certified copy of his birth certificate at the time of application, the department may issue a temporary driver's training permit upon receipt of both a photo identification and a letter from the school verifying the applicant's enrollment in a driver training course. Upon receipt of the certified copy of the birth certificate, the department shall issue the driver's training instruction permit. (Idaho Code 49-305)

RECORD KEEPING

All commercial schools are required to submit by July 15 of each year, the total number of students taught between July 1 (previous year) through June 30 (current year).

A student driving log and a student list of names and grades must be maintained for each student during the classroom and behind-the-wheel phase. All pertinent information must be recorded and kept at the commercial school for three (3) years. In addition, Idaho law requires that student driver training permits for each student be carried in the vehicle. It is recommended that records be kept for five (5) years.

CONTRACTING WITH PUBLIC SCHOOLS

Contracting With Public Schools - When a public school contracts with a commercial driver training school to provide a driver training class, the commercial school may be allowed to use the services of any or all of the certified instructors of that commercial driving training school. (IDAPA 08.02.06.100.05c)

There shall be a written contract between the school district and the commercial school. A copy of the contract shall be sent to the Department of Education, Driver Education section before the beginning of the program.

All of the record keeping that includes forms for reimbursement and student lists must be signed and sent to the State Department of Education by the school districts' superintendents or supervisors of the programs, and not by the commercial school.

VEHICLE INSPECTION - COMMERCIAL SCHOOLS

Between January 1 and December 31 of each calendar year, each commercial school shall cause every driver education vehicle, before it is used for student instruction, to be inspected by an officer of either the local police department or sheriff's office using a form provided by the State Department of Education.

An inspection certificate showing compliance with the inspection rule shall be submitted to the State Department of Education prior to final issuance of a Driver Training School License or Driver Training Instructor License. (See Appendix, page 35)

VEHICLE INSURANCE - COMMERCIAL SCHOOLS

An affidavit must be provided from the insurance company supplying the policy that the applicant (school) is carrying a minimum of five thousand dollars ($5,000) medical insurance, one-three-one hundred thousand dollars ($100,000, $300,000, $100,000) property loss and property damage insurance on each vehicle operated by the commercial driver training school. (IDAPA 08.06.02.100.16a)

Motorcycles and other vehicles used in driver education are subject to the same requirements for insurance and registration as automobiles.

APPENDIX

SAMPLE LETTERS

SAMPLE LETTERS

The following letters may be adapted to the school's needs. Letters should be developed to inform parents or guardians of all phases of the driver education program.

Understanding and cooperation from parents or guardians is the key to successful driver education programs in Idaho.

Initiating a Program

Dear Parent or Guardian:

The school will start a driver education class on (date). Class will be held at (school), beginning at (time). The class is scheduled for six (6) weeks.

Student must be prompt for all classroom and behind-the-wheel sessions. A minimum course consists of at least 30 hours of classroom work, 6 hours of behind-the-wheel instruction, and approximately 6 hours of in-car observation.

The course is designed to teach driving skills and the correct attitude. Student is required to pass all three areas of grading -- driving, classroom work, and attitude. A failure in any one of the three will be a failure for the entire course. Driving is serious business!

The law requires the student to be at least fourteen (14) years of age and have a driver education training permit by the first day of class. Permit may be obtained from the local licensing agency. The following is needed when applying for a permit:

1. *Picture ID (yearbook, etc.)*
2. *Proof of age (certified birth certificate)*
3. *A parent or guardian*
4. *Permit fee*

Student must fill out an application and one parent or guardian will sign it in the presence of the licensing agent.

The driver education permit allows student to drive only with a certified driver education instructor in an approved driver education vehicle.

_____

Instructor or School Representative

REPORT TO INSURANCE COMPANIES

_____ has satisfactorily completed a driver education course at (school name) consisting of a minimum of 30 hours of classroom instruction, 6 hours of behind-the-wheel instruction, and 6 hours of in-car observation with a grade of _____.

Date_____ *School Representative_____*

Progress Report to Parents

Dear Parent:

_____'s progress in driver education is not up to minimum standards for this course. I must advise you that there's a possibility of denying a passing grade. If this is the case, I also must notify the Idaho Transportation Department that __student's name__ did not successfully complete the course.

Criteria for the above is based on lack of progress in the following:

1. Attendance	_____	*4. Test Scores*	_____
2. Class Participation	_____	*5. Workbook*	_____
3. Driving Skills	_____	*6. Attitude*	_____

Please contact me with your concerns.

_____
Instructor

PLEASE SIGN AND RETURN. Your signature indicates that you have seen this report.

_____ _____
Date *Parent or Guardian*

Final Report to Parents

Dear Parent:

_____ *has successfully completed the driver education program.*

It has been the objective of the school to teach the fundamentals of sound driving which include:

1. *Starting - Stopping*
2. *Predriving habits*
3. *Approaching intersections*
4. *Traffic control*
5. *Steering*
6. *Lane position*
7. *Driving under adverse conditions*
8. *Parking: curb, no curb, incline*
9. *Left turns*
10. *Right turns*
11. *Backing*
12. *Angle parking*
13. *Parallel parking*
14. *City driving*
15. *Highway driving*

We don't assume students are polished drivers. More supervision is needed and should be the responsibility of parents or guardians for at least __(length of time)__. *It is strongly urged that your student not be permitted to solo drive until that time has elapsed.*

_____

Instructor

SAMPLE FORMS

DRIVER EDUCATION CHECKLIST

- ☐ Current Annual Program Plan (DE 194.A) on file? (P)
- ☐ Current Application to Operate (DE 194.B) on file? (P)
- ☐ Current commercial school licenses? (C)
- ☐ Instructors cleared? (B)
- ☐ Course scheduled for 6 weeks (42 days)? (B)
- ☐ Scheduled 30 hours classroom, 6 behind-the-wheel, 6 observation? (B)
- ☐ Students at least fourteen years old first day of class? (B)
- ☐ No more than 30 students in each class? (B)
- ☐ Classroom & driving schedule available to students? (B)
- ☐ Student permits in instructor's possession by first day of class? (B)
- ☐ Written consent from student's district to take course from your district? (P)
- ☐ White copy of student list sent within 7 days? (P)
- ☐ Classroom and behind-the-wheel scheduled concurrently? (B)
- ☐ Vehicles meet minimum standards for equipment? (B)
- ☐ Has local law enforcement inspected vehicle? Placed signed inspection sticker on lower or upper center windshield? (B)
- ☐ Insurance adequate? (B)
- ☐ Permits for student drivers in the vehicle? (B)
- ☐ Student driving logs prepared and kept updated? (B)
- ☐ Accident reports filed within two weeks? (P)
- ☐ Complete canary & pink copies of student lists and Reimbursement Claim sent within 45 days? ☐ Instructor(s) hours match time on student lists? (P)
- ☐ Are students who drive without a certified instructor failed for poor attitude? (B)

(P) Public School Only (C) Commercial School Only (B) Applies to Both

Driver Education **VIDEO BOOKING LIST** **01/95**

FAILURE TO RETURN VIDEOS ON TIME IS CONSIDERED ABUSE

Return to: **DRIVER EDUCATION FILM LIBRARY**
P.O. Box 83720
Boise, ID 83720-0027

Name _____ Phone _____

District # _____ Mailing Address _____ School _____

City _____ ZIP _____ Beg. & End Class Dates _____/_____

Video(s) needed for more than 3 days? If so, how long? _____

Title	Booking Date	Title	Booking Date
*ACCIDENT FREE CITY DRIVING 1134		FORD MOTOR CO. SERIES:	
AFTER THE TICKET/AFTER THE ACCIDENT 1000		1. IT'S A MATTER OF ATTITUDE 1027	
ALL THE KIDS DO IT 11001		2. ON THE STREETS #1029	
AM. STAYING ALIVE:B-T-W 1002/03/04		3. TAKING CARE OF IT #1030	
ARE YOU READING ME 1005/06		4. WHEN THE SUN SETS #1033	
AUTOMOTIVE FIRST AID 1007		5. WHEN THE PAVEMENT'S SLICK #1032	
AVOIDING COLLISIONS 1008/09		6. ON THE FREEWAY #1028	
BASIC CAR CONTROL 1010		7. THE LITTLE THINGS #1031	
BUCKLE UP 1011/12		8. GETTING READY FOR THE PROM #1026	
*CARS, MOTORCYCLES AND A COMMON ROAD 1041		*FREEWAY DRIVING 1131	
CHOICE IS OURS, THE 1013		FRWY DRIVING MAKING CRITICAL DECS 1034	
CITY DRIVING TACTICS 1014		FRIDAY NIGHT: FIVE 1035	
DAVID'S RUN 1015		GIVE 'EM A BRAKE 1040	
DAY I DIED, THE 1016/17		GET A GRIP 1036/37/38/39	
DEFENSIVE DRIVING TACTICS, 3 1018		GREATEST HEARTACHE.... 1041	
*DON'T BE A DUMMY/KIDS & CAR CRASHES/AIRBAGS 1140		HABIT DEFENSE: COVERING THE BRAKE 1042	
DRINK DRIVE RATIONALIZE 1019		HAZARD PERCEPTIONS 1043	
DRIVERS AWARENESS 1020		HIGHWAY ROBBERY 1044/45	
DRIVING MNVRS, PROC. & HABITS 1021		HOT CARS COLD FACTS 1046	
DRIVING TASK, THE 1022		*IMPACT #1137	
DRUNK & DEADLY 1023/24		I'VE GOT IT 1047/48	
DUII:THE PRICE IS TOO HIGH 1025		IDAHO SAFETY BELT STORY 1049/50/51	
*EMERGENCY SITUATIONS 1132		IT'LL NEVER HAPPEN TO ME 1052	

*NEW VIDEO

Title	Booking Date	Title	Booking Date
IT'S YOUR CHOICE (SMITH SYSTEM) 1053		SOBER THOUGHTS: DRINKING, DRIVING 1097	
JUST ANOTHER FRIDAY NIGHT 1054/55		SO YOU THINK YOU'RE GOING TO LIVE FOREVER 1095	
JUST BEER 1056/57/58		SPACE DRIVING TACTICS, 2 1098	
KEVIN'S STORY 1059		STEPS TO TAKE AT AN ACCIDENT 1099	
LAST NIGHT OF SUMMER 1060/61		SURVIVING THE COLD 1100	
LEGAL CONCEPTS IN DRIVING 1062		TAKE THE LONG WAY HOME 1101	
LOOKIN' ALIVE 1063		TEEN DRIVER 1102/03	
LOOKIN'ALIVE/GAME OF YOUR LIFE/SEATBELTS 1064		THERE ARE CHOICES 1104	
MAKE WINTER DRIVING SAFER 1065/66/67		TO DRIVE AT NIGHT 1105/06/07	
MANOCHERIAN ROAD SAFETY PSA 1068/69		TONEY LINEBERRY STORY, THE 1108/09/10	
MATTER OF TIME, A 1070		*TRAFFIC PROBLEMS 1136	
MOTORCYCLING 1071		TRAFFIC TRIALS: HEAVEN WON'T WAIT 1111	
MOUNTAIN DRIVING 1072/73		TROOPER TALL TALES 1112	
NIGHT DRIVING 1074		ULTIMATE DRIVING CHALLENGE 1113/14/15	
NO ACCIDENT 1075/76/77		UNDER INFLUENCE DECADE LATER 1116/17	
*PAINT ON THE PAVEMENT 1133		VALVOLINE NAT'L DRIVE TEST VOL I 1118/19	
PASSING–CHANGING LANES 1078		VALVOLINE NAT'L DRIVE TEST VOL II 1120/21	
PATHS OF THUNDER 1079		VEHICLE SAFETY: DRIVING ON THE ROAD 1122	
PERCEIVING & REACTING IN TRAFFIC 1080		VISUAL PERCEPTION PART I & II 1123	
*RIDE/SEALTBELTS/LINEBERRY/LOOK'IN ALIVE (MORE) 1138/39		WATER SKIING ON FOUR WHEELS 1124	
RIDE OF YOUR LIFE, THE 1081/82		WHEN YOU LEAST EXPECT IT 1125	
RIDE OF YOUR LIFE/ROOM TO LIVE/T. LINEBERRY 1083		WHERE DO THE CHILDREN GO 1126/27	
*RIGHT-OF-WAY 1130		WHY WAIT? 1128	
ROOM TO LIVE 1084		WINTER DRIVING TACTICS, 3RD 1129	
SAFETY BELTS DUMMIES OR PEOPLE/GAME 1085/86			
SEAT BELTS & THE FAMILY 1087/88			
SEX, LIES & PROFITS (ALCOHOL ADVERTISING) 1089/90			
*SIGNS & SIGNALS 1135			
SMITH SYSTEM 1091/92/93			
SMOKEY JOE'S HIGHRIDE 1094			
SOBER GRADUATION 1096			

*NEW VIDEO

The student observation checklist is designed to help the student observer be involved in the *traveling classroom.* The instructor and the student observer should be discussing this observation report throughout the drive.

STUDENT OBSERVATION REPORT

PRE-DRIVING STEPS
1.__Circle of Safety
2.__Unlock the doors
3.__Key in ignition
4.__Lock doors
5.__Adjust seats
6.__Adjust Mirrors
7.__Check ventilation
8.__Check gauges
9.__Adjust tilt steering
10.__Fasten seatbelt
11.__Check others

STARTING THE CAR
1.__Right foot on the brake
2.__Start the engine
3.__Shifts to proper gear
4.__Release parking brake

S.M.O.G.
1.__Signal
2.__Mirror
3.__Over the shoulder
4.__Go

ACCELERATION SMOOTHNESS
1.__Great
2.__Good
3.__Needs work

BRAKING SMOOTHNESS
1.__Great
2.__Good
3.__Needs work

LEAVING CURB PARKING
1.__Signal
2.__Mirror
3.__Over the shoulder
4.__Go
5.__No hesitation
6._____

SIGNALING (200-300 FEET)
1.__Rearview mirror
2.__Signal
3.__Side mirror
4.__Blind spot check
5.__Go
6.__No hesitation
7.__Steps too slow or late

TURNS
1.__Rearview mirror
2.__Signal
3.__Side mirror
4.__Blind spot
5.__Position car
6.__LRL glances
7.__Turns wheel when nose of car reaches the curb
8.__Uses hand-over-hand steering
9.__Hands dropped below halfway
10.__Check rearview mirror

PARKING STEPS
1.__S.M.O.G.
2.__"18" of curb
3.__Parking (see below)

PARKING
1.__Put gearshift in park
2.__Set emergency brake
3.__Turn off accessories
4.__Turn off engine
5.__Lock wheel
6.__Take key

SPEED
1.__Follows speed limit
2.__Too fast
3.__Too slow
4.__Adjusts for conditions

LANE CHANGES

1.__Rearview mirror
2.__Side mirror
3.__Signal
4.__Blind spot
5.__Moves wheel one inch
6.__Cancels signal (just before wheels are straight in other lane)
7.__Rearview mirror
8.__Maintains speed while changing lanes
9.__Uses brake
10.__Too slow

LANE POSITION

1.__Drifts left or right
2.__Needs to favor center of road
3.__Needs to move far right when approaching a hill

PASSING

1.__Check ahead
2.__Rearview mirror
3.__S.M.O.G.
4.__Signal and head check
5.__Slow too soon
6.__Move back into lane too early
7._____

CURVES - LEFT & RIGHT

1.Used correct technique
__left __right
2.Needs work on smoothness
__left __right

UNCONTROLLED INTERSECTIONS

1.__Covers brakes & checks rearview mirror
2.__Looks left & right (at least two right & two left)
3.__Rearview mirror
4.__Gives right-of-way
5.__Makes eye contact
6._____

STOPPING WITHOUT SIGN

Complete stop:

1.__before stop sign or crosswalk

2.__before entering the intersection, but close enough to see cross traffic

3.__for any flashing red traffic light

4.__for any steady traffic light

5.__or slow down to yield right-of-way to a pedestrian crossing within a marked or unmarked crosswalk

6.__at a railway crossing when a train is coming or when one is indicated by any type of mechanical device or safety personnel

7.__when entering a street from an alley, driveway or garage

8.__at request of police officer

9.__for emergency vehicles or pull over to the edge of the road where it is legal to park

10.__for a school bus with flashing red lights unless on a highway with two or more lanes going in each direction when oncoming traffic is not required to stop

11.__when involved in an accident

OBSERVER REMARKS:

_____

_____

_____

_____

IDAHO CLASS D SKILLS TEST

APPLICANT'S NAME: _____

DRIVER LICENSE #: _____

DATE OF TEST: _____ TIME: _____

RECEIPT #: _____ COUNTY: _____

TEST SCORE: _____ PASS FAIL (circle one)

APPLICANT'S SIGNATURE: _____

APPLICANT: 85 points are required to pass. You have 100 points at the start of the test. One or two points are taken off for driving errors made. You can fail the test by making too many errors or by an Immediate Failure (see below).

RESTRICTIONS/REMARKS:

_____

_____

EXAMINER'S SIGNATURE:

VEHICLE SAFETY

Insurance Company _____ License Plate # _____

Policy #: _____ Make _____ Model _____

Body	0	Headlights	0	Windshield/Wipers	0
Tires	0	Signals	0	Heater/Defroster	0
Brakes	0	Tail Lights	0	Gauges	0
		Brake Lights	0	Seat Belts	0

The test will be discontinued if the vehicle is unsafe to operate.

IMMEDIATE FAILURE

The test will be stopped immediately and counted as a failure if any of the following occur (except when unavoidable):

COLLISION

-Striking another car, a pedestrian, or any fixed object.
-Improper action causing collision or near collision of any vehicles.

DANGEROUS ACTION

-Expert driving by another driver, pedestrian, etc. to prevent an accident.
-Examiner comes to aid of applicant in controlling vehicle.
-Stalls car within busy intersection due to inexperience or lack of skill.
-Driving a wheel over the curb or onto the sidewalk.
-Causes immediate danger to any person or property.
-Continuation of the test would be dangerous due to lack of control.
-Violation of a traffic law for which he/she might be cited.

LACK OF COOPERATION

-Refusal to try any maneuver or repeated failure to follow instructions.

SKILLS TEST

Mark an "0" when the applicant fails to perform well enough to meet the Skills Test criteria. Put an "X" in the box as eac maneuver is completed. Cross out either Freeway or Rural Driving depending on your route.

☐ ENTERING

Seat belt	0
Seat, mirror adjustment	0

☐ STARTING

Ignition, Gear selection	0
Mirror check, Outside observation	0
Pulling away	0

☐ BACKING

Observation	0
Safety	0
Speed	0

☐ ANGLE/PARALLEL/PERPENDICULAR PARKING

Signal	0	
Encroachments	0	0
Final position	0	
Safety	0	

☐ ROADSIDE STOP

Traffic check	0
Signal, Decel/Coast	0
Position, Cancel signal, Park brake	0
Traffic check, Signal	0
Cancel signal, Not stall	0

- TURNS -

LEFT ☐				RIGHT ☐		
0	0	0	Traffic check & R/W check	0	0	0
0	0	0	Signal, Decel/Coast, Lane	0	0	0
0	0	0	Necessary, Stop line, Gap	0	0	0
0	0	0	Hand position, Speed	0	0	0
0	0	0	Wide/Short, Correct lane	0	0	0
0	0	0	Traffic check, Accelerate	0	0	0

☐ INTERSECTIONS

	stop	stop	thru
Traffic check	0	0	0
Proper braking	0	0	
Stop line, Gap	0	0	
Traffic ck, Accel	0	0	

☐ URBAN DRIVING

Traffic check	0	
Keeps vehicle in lane	0	
Speed, Spacing	0	
Hand position	0	
Defensive driving	0	
LANE CHANGES	L	R
Traffic check, Signal	0	0
Smooth, Spacing, Cancel sig	0	0

☐ CURVE

Speed: enter, thru	0
Proper steering	0

☐ FREEWAY

ENTER		
Traffic check, Signal	0	
Merge, Cancel signal	0	
DRIVING		
Traffic check, Spacing	0	
Speed, Vehicle in lane	0	
LANE CHANGES	L	R
Traffic check, Signal	0	0
Smooth, Spacing, Cancel signal	0	0
EXIT		
Traffic check, Signal	0	
Speed, Spacing, Cancel signal	0	

☐ RURAL DRIVING

Traffic checks	0
Keeps vehicle in lane	0
Speed, Spacing	0
Hand position	0
Defensive driving	0
DRIVE ON GRADE	
Traffic checks	0
Keeps vehicle in lane	0
Speed, Spacing	0
Hand position	0
Defensive driving	0

☐ RAILROAD CROSSING

Traffic check	0
Law, stop	0

GENERAL DRIVING BEHAVIOR — TWO POINTS FOR EACH

Selects gears properly (gear selection, clutch usage, gear lever)	2X	0
Manages speed properly (too fast/slow, rev/lug engine, coast)	2X	0
Uses brakes properly (right foot on brake, smooth braking, no riding or pumping)	2X	0
Proper steering (hand position, no over/under control)	2X	0
Defensive driving (position/traffic, controls driving situations)	2X	0
Obeys all laws	2X	0
Understands road signs	2X	0

NOTES:

STUDENT DRIVING LOG

Name: _____ Permit No: _____ DOB: _____ Instructor: _____

Home Address: _____ Home No: _____ Emergency No: _____

DATE	SKILLS TAUGHT	GRADE BTW	TIME IN MINUTES		REMARKS	STDNT INITL
			DRIVE	OBSRV		

TOTAL TIME HOURS

FINAL BTW GRADE: ____

SPECIAL ACCOMMODATIONS (i.e., eye glasses, hand controls, seat cushion, etc.)_____

_____

47

34

48

IDAHO DRIVER EDUCATION LAW ENFORCEMENT VEHICLE INSPECTION FORM

NAME OF SCHOOL DISTRICT OR COMMERCIAL SCHOOL:_____

INSTRUCTIONS FOR 1 - 6 ON REVERSE SIDE		X - OK N - NEEDS REPAIR
*MANDATORY ITEMS		REMARKS
1. Right & Left Side Rear-View Mirrors		
2. Two Seatbelts - Front & Rear		
3. Dual Control Brakes		
4. License Plate Front & Rear		
5. Triangular Rooftop Sign		
6. Vehicle Inspection Sticker		

Date _____ Odometer Reading _____

ADDITIONAL ITEMS WHICH SHOULD BE IN SATISFACTORY OPERATING CONDITION

1. Windshield Wipers/Blades
2. Window Washer Unit
3. Instrument Panel/Gauges
4. Dome Light/Horn
5. Heater/Defroster
6. Seats/Headrests
7. Window Glass/Flooring/Doors
8. First Aid Kit
9. Door Locks
10. Headlights/High and Low
11. Turn Signals/Hazard Lights
12. Brake/Tail/Back-up Light
13. Oil Leaks
14. Tires
15. Exhaust System Leaks
16. Body Condition

COMMENTS: _____

_____

_____

_____

_____

_____

_____

SIGNATURE:_____ TITLE: _____

(It is recommended this completed inspection form be kept in the vehicle.)

INSTRUCTIONS FOR MANDATORY ITEMS 1-6

1. The exterior of the vehicle must have a right and left rear view mirror.

2. The vehicle must have at least four seatbelts; two mounted in the front seat and two mounted in the back seat.

3. The vehicle must have two brake pedals; one for the driver and one for the instructor.
   (a) Someone should drive the car while the inspector tests the instructor side brake.

4. All driver education vehicles must have a front and rear license plate.

5. Rooftop sign must be yellow for public schools and white for commercial schools.
   (a) The sign must have the lettering "Driver Education" or "Student Driver."
   (b) The school district name and number or commercial school name must be on all three sides of the sign.
   (c) The name of the car dealer must be on all three sides of the sign if the vehicle is supplied by a dealer.

6. If vehicle is in compliance with items 1 through 5, the inspection sticker must be signed and dated by the officer. The sticker must be placed on the lower or upper center of the driver education vehicle's windshield.

Note:
The additional items 1 through 16 are key areas which should be checked by the inspector or the school district to insure the vehicle is in safe operating condition.

Driver Education

This form is a master plan which is necessary for fiscal year planning and financial projections. It is due annually by April 15. Instructors cleared at this time will be certified for the following fiscal year. Other instructors may be cleared by including their names on a supplement and submitting it with the Application to Operate (DE 194.B).

NOTE: Receipt of this plan DOES NOT authorize the district to initiate a driver education program. An Application to Operate (DE 194.B) is required to be submitted to the director of Driver Education, State Department of Education, P.O. Box 83720, Boise, Idaho 83720-0027, at least 30 days prior to the beginning date of the driver education class.

Anticipated program for fiscal year 19____. (Programs ending after July 1 will be counted in the fiscal year in which they end.)

SUMMER:	1ST SEMESTER:	2ND SEMESTER:
No. of students____	No. of students____	No. of students____

TOTAL ESTIMATED STUDENTS FOR FY 19__: _____

• AS OF JANUARY 1, 1993, NEW AND RENEWED DRIVER LICENSES WILL NOT CONTAIN THE APPLICANT SOCIAL SECURITY NUMBER. PLEASE BE SURE TO INCLUDE INSTRUCTOR IDAHO DRIVER LICENSE NUMBER IF OTHER THAN SOCIAL SECURITY NUMBER. INCORRECT INFORMATION WILL DELAY DRIVER CLEARANCE.

INSTRUCTORS TO BE CLEARED

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

_____	_____	_____
DATE	SCHOOL DISTRICT & NO.	AUTHORIZED REPRESENTATIVE

Send WHITE Copy to State Department of Education

(Supplement) DE-194.A

DRIVER EDUCATION INSTRUCTOR CLEARANCE SUPPLEMENT

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

Name_____DOB_____ID Dr. Lic. #_____SS#_____
HomeAddress_____City_____Zip_____HomePhone_____
School Name_____Wk Phone_____Dr. Ed. Endorsement on ID Teaching Cert. (Y/N)___

_____ _____ _____
DATE SCHOOL DIST. # AUTHORIZED REPRESENTATIVE

==========

Send WHITE Copy to State Department of Education

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DE-194.B

APPLICATION TO OPERATE
DRIVER EDUCATION PROGRAM

The filing of this application has been authorized by the Board of Trustees of _____, situated in _____
legal name & no. of local educational agency City

The undersigned representative is authorized to file this application for and in behalf of said agency and to act as the authorized representative in connection with this application.

Permission to operate the following driver education program(s) is requested. The beginning and ending date of each session must be listed.

(Please consider filing this application on a semester basis)

Beg. date_____ End date_____ No. stds._____ No. vehcls._____

Beg. date_____ End date _____ No. stds._____ No. vehcls._____

Beg. date_____ End date_____ No. stds._____ No. vehcls._____

Beg. date_____ End date_____ No. stds._____ No. vehcls._____

IF CLASS INFORMATION CHANGES AFTER SUBMITTING, PLEASE CONTACT SDE AT 334-2203 - DO NOT RESUBMIT DUPLICATE INFORMATION!

All instructors have been cleared for this fiscal year **or** are included on attached sheet.

It is hereby certified that the driver education program conducted under this application will be in full compliance with all applicable laws of the State Board of Education. It is further assured that:

1. This application has been submitted at least 30 days prior to the beginning date of the program and that such program will not start prior to receipt of written approval from the state agency.

2. No student will be admitted to the class who has not reached his/her 14th birthday or passed his/her 21th birthday prior to the starting date of the program.

3. The district will carry the minimum insurance required by law.

4. No equipment will be purchased without prior approval from the state agency.

5. The program will include at least 30 hours of classroom instruction, 6 hours of in-car observation time and 6 hours of behind-the-wheel instruction during a period of not less than 6 weeks (42 days) duration.

All reporting requirements of Idaho law and state board regulation shall be met. In order to be eligible for reimbursement, a report including the completed student list and the claim for reimbursement shall be submitted not later than 45 days following completion of a class. Such report to be filed on forms provided by the state agency.

This application, when approved by the state agency, shall constitute the basis for making expenditures by the local educational agency and for receipting reimbursement in the amount not to exceed $100 per student enrolled in the program.

All information and representations contained in the application and related documents are accurate and true to the best of my knowledge and belief. It is understood that failure to comply with all laws and regulations shall result in no reimbursement to the local agency.

Submission Date

Authorized Representative Signature

*Send **WHITE and YELLOW** copies to the State Department of Education*

PLEASE DO NOT WRITE BELOW THE DOUBLE LINE - FOR SDE USE ONLY

Consultant, Driver Education

Dates Program May Begin

Supervisor, Support Services

STUDENT LIST

DE-592.C

Starting Date _____ Ending Date _____ NO LESS THAN 6 WEEKS (42 DAYS)

Instructor _____ School District Name & Number _____ #

	A. NAME	B. AGE	C. SEX	D. DOB	E. PERMIT #	F. HOURS			G. FIN GRADE PASS/FAIL
						CR	BTW/RNG	OBS	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									

STUDENT LIST

DE-592.C

Driver Education

General Instructions:

Complete columns A-E at the beginning of each class. Send the top WHITE page to the State Department of Education ***within the first seven (7) days of class.*** Columns F & G (shaded) are to be filled out at the end of the class. Send the **CANARY AND PINK** copies to the State Department of Education with the Claim for Reimbursement (DE 1294.C) within 45 days following the completion of the class. Retain the GOLDENROD copy for your files. Grade must be listed as P (Pass), F (Fail), W (Withdrawal), or T (Transferred--in or out).

Explanations:

A. Name	List students alphabetically, last name first.
B. Age	List the current age of the student.
C. Sex	M (male) or F (female)
D. DOB	Date of Birth (month/day/year)
E. Permit No.	List the DL# (top number)
F. Hours	Cr (classroom)--btw/rng (behind-the-wheel/range)--obs (observation)
G. Fin	Final grade (P/F/W/T)

Miscellaneous:

Enter all student time in cases of withdrawal, transfer (in/out), or failure.

(Revised 11/94)

Revised DE 1294.C

STATE OF IDAHO
STATE DEPARTMENT OF EDUCATION
DRIVER EDUCATION CLAIM FOR REIMBURSEMENT

NOTE: Submit **white** and **pink** copies of this claim to the State Department of Education no later than 45 days after completion of course (s). (Idaho Code 33-1706). **Yellow** and pink copies of the student list must accompany this claim.

School District Name _____ School District No. _____
hereby requests reimbursement for the following expenses incurred in the operation of a Driver Education Program from the date of _____, 19___, through _____, 19___.

PLEASE READ DIRECTIONS ON BACK TO FILL OUT #1-18

STUDENTS | SDE USE ONLY

1.	Number of students enrolled		
2.	Number of students who completed required hours and failed		
3.	Number of students passed		
4.	Lines 2 + 3 equals number who completed required hours		
5.	Reimbursable students (line 1 + line 4 + 2)		

COSTS

6.	Prorated Salaries (for teachers who teach during school day–see directions on back)	$	
7.	Instructors' salaries (for those who teach before school, after school and summer)	$	
8.	Instructor hourly rate [$]		
9.	Administrative costs	$	
10.	Materials and supplies	$	
11.	(a)Vehicle Rental	$	
	(b)District owned car ($.26 per mile) in lieu of lines 12, 13 and 14	$	
	(c)District owned car ($.13 per mile)	$	
12.	Vehicle operating costs	$	
13.	Vehicle maintenance	$	
14.	Vehicle insurance	$	
15.	Equipment purchased	$	
16.	Other charges	$	
17.	Retirement	$	
18.	Social Security	$	
	TOTAL COSTS	$	
	Less fees paid by students	$	
	District fee charged per student [$]		

TOTAL ADJUSTED COSTS ..... $_____
Cost per student (adjusted costs divided by line 5) $_____

TOTAL REIMBURSEMENT ..... $_____
(adjusted costs or line 5 times current reimbursement rate, whichever is smaller)

PROGRAM INFORMATION

Was a driver education vehicle involved in an accident?_____
If yes, was Accident Report Form SDE 1194.E submitted?_____

The accompanying statements and financial summaries are true and correct to the best of my knowledge and belief.

_____ Date

_____ Authorized Representative

Date Approved_____ Amount of Reimbursement_____

_____ State Director of Driver Education

Date_____
Entered by_____

INSTRUCTIONS

Claim is due within **45** days after the completion of course(s). Payments are made to districts on **March 15, August 15,** and **October 15.**

Yellow and pink copies of the student list must accompany this claim.

Line 1 Number of students who purchased instruction permits and **attended some portion of the course.**

Line 2 Number of students who completed required hours and **failed.**

Line 3 Number of students who **passed.**

Line 4 Total of lines 2 and 3.

Line 5 Total of lines 1 and 4 divided by line 2, equals the number of reimbursable students.

Costs listed on the front must be itemized on the Cost Sheet and verified with **copies of invoices, receipts and warrants.** District should keep a copy of this claim for five years after payment.

Line 6 Salaries prorated: Applies to schools operating programs during the regular school day.

Instructor	Contract Salary		% of year in Dr. Ed		% of day in Dr. Ed.		
_____	x _____	x	_____	x	_____	=	$_____
_____	x _____	x	_____	x	_____	=	$_____

Line 7 Instructor salary for classes before and after school or during summer months. If more than one instructor taught, include a copy of the payroll sheet.

Line 8 Instructor hourly rate paid by the district.

Line 9 Administrative costs for organizing and supervising programs.

Line 10 Materials and supplies (textbooks, workbooks, films, transparencies, etc.).

Line 11 Vehicle cost:

(a) Vehicle rental: Cost to rent from dealer or individual(s).

(b) District owned car: Take mileage times $.26, **and do not** claim lines 12, 13 and 14

(c) OR Take mileage times $.13 AND claim lines 12, 13 and 14.

Line 12 Vehicle operating costs include gas, oil, service and washes.

Line 13 Vehicle maintenance includes repairs and equipment installations.

Line 14 Vehicle insurance costs may be prorated over the fiscal year.

Line 15 Equipment purchases used for classroom, in and around vehicles, ranges. **You must have written approval before equipment purchases are made. Reimbursement will not be made for equipment not approved.**

Line 16 Other charges include clerical help and office supplies related to driver education.

Line 17 Retirement benefits paid by the district for time spent teaching driver education.

Line 18 Social Security benefits paid by the district for time spent teaching driver education.

TOTAL COSTS: Total of lines 6 - 18 (carried forward from cost sheet).

Fees paid by students: Total district fees paid by students.

District fee charged per student: Fee district charges each student taking driver education.

TOTAL ADJUSTED COSTS: Total costs minus student fees, divided by line 5 is total cost per student.

TOTAL REIMBURSEMENT: Line 5 times total adjusted cost per student or current reimbursement rate per student, whichever is smaller.

DRIVER EDUCATION COST SHEET
FOR PROGRAM ENDING_____19___

DATE	VENDOR RECIPIENT	INVOICE OR RECEIPT #	PRO-RATED SALARIES	HOURLY SALARIES	ADMIN. COSTS	MATERIALS AND SUPPLIES	VEHICLE RENTAL	VEHICLE OPERATING COSTS	VEHICLE MAINTENANCE	VEHICLE INSURANCE	EQUIPMENT PURCHASED	OTHER CHARGES	RETIREMENT	SOCIAL SECURITY
	TOTAL													

59

60

45

SDE 1194.E

ACCIDENT REPORT FORM
DRIVER EDUCATION

Within two weeks following any accident involving a driver education vehicle, regardless of how small or large the damages, complete and mail this form to: Driver Education, State Department of Education, P.O. Box 83720, Boise, Boise, ID 83720-0027.

School District Name: _____ Number _____

Date of accident: _____, 19 ___ Time: _____a.m._____p.m.

Place: _____

Driver education vehicle: _____
year make license number

Describe damage: _____

Estimated damage: $_____ Amount covered by insurance: $_____

Driver: _____

Instructor: _____

Student observers in driver education vehicle:

1. _____ 2. _____

OTHER VEHICLE OR PEDESTRIANS INVOLVED:

Vehicle: _____
year make license number

Driver and/or pedestrian(s): _____

_____

Owner of vehicle, if other than driver: _____

Address of driver and/or pedestrian(s): _____

_____

Describe damage: _____

_____

State events leading to accident and what happened, diagram on reverse of this form to show how accident happened. Give possible reasons for accident.

_____

_____

_____

_____

Submit **WHITE** copy to Department of Education. Retain **YELLOW** copy for your files.

_____ _____

Driver Education Instructor Principal or Superintendent

IDAHO DRIVER TRAINING CERT B.C. YEARBOOK PHOTO

DL#TS100022G
#450943570002 X

TRAINING, TAKING DRIVER
3311 WEST STATE ST
BOISE ID 83703

SEX	HEIGHT	WEIGHT	HAIR	EYES
M	5 10	170	BRO	GRN

BIRTH DATE	ISSUED	EXPIRES
10-25-79	XX-XX-XX	12-23-94

UNDER 21 UNTIL 10-25-2000
RESTR: B
ENDORSEMENT:

IDAHO TRANSPORTATION DEPT.
P. O. BOX 7129
BOISE, IDAHO 83707-1129

	NO LENSES	WITH LENSES
RIGHT EYE:		20/040
LEFT EYE:		20/040

lic	writ	road	ems	total
$.00	$.00	$.00	$.00	$.00

LOC: 450 OPR: MVB TRAN: DT CO

To Be Completed By Driver Training Instructors Only

CERTIFICATE OF COMPLETION

Student to operate a dual controlled vehicle under the direct supervision of the certified driver training instructor.

SCHOOL DISTRICT AND NUMBER or name of commercial driver training class

ADDRESS

DATE CLASS COMPLETED

The student named on the reverse side of this certificate was at least 14 years of age on the first day of class and has on file with the local school district a valid driver education permit, has demonstrated the ability to qualify for a Class D driver's license, and ☐ HAS ☐ HAS NOT successfully completed the following requirements:

1. a driver education course lasting a minimum of 6 weeks (42 days).
2. 30 hours of classroom instruction.
3. 6 hours behind-the-wheel instruction.
4. 6 hours of in-the-car observation.

(Students between 14 and 16 years of age must complete items 1 through 4 above in an approved course)
(17 through 21 year olds must complete 1 through 4 in an approved driver training course for CREDIT)

For partial course (17 years of age and up), what was completed?

Final Grade Was _____

Under the penalty of perjury, I declare the above to be true.

X _____
(Signature of the Instructor)

Comments:

Driver training certificate must be given to the instructor by the examiner and given back to the examiner personally by the instructor.

COMMERCIAL FORMS

STATE DEPARTMENT OF EDUCATION
DRIVER EDUCATION
P.O. Box 83720, Boise, ID 83720-0027
(208) 334-2203 FAX ☐ (208) 334-2228 ☐ TDD (208) 334-3337

***APPLICATION**

COMMERCIAL DRIVER TRAINING SCHOOL

_____
NAME OF APPLICANT (PLEASE PRINT)

_____
NAME OF SCHOOL **TELEPHONE NUMBER**

_____
ADDRESS **STREET/PO BOX** **CITY** **STATE** **ZIP**

_____
INSURANCE CARRIER **ADDRESS** **STREET/PO BOX** **CITY** **STATE** **ZIP**

AFFIDAVIT OF INSURANCE MUST ACCOMPANY APPLICATION

SCHEDULE OF FEES PER STUDENT:

AMOUNT CHARGED FOR COURSE $_____

LENGTH OF COURSE IN HOURS _____

PER HOUR OR FRACTION OF TOTAL COURSE $_____

COURSE OUTLINE (SCOPE & SEQUENCE) MUST ACCOMPANY INITIAL APPLICATION

I hearby affirm that the above information is valid and true to the best of my knowledge.

_____ _____
DATE **SIGNATURE OF APPLICANT**

***Send application and $50.00 registration fee to the above address.**

STATE DEPARTMENT OF EDUCATION

DRIVER EDUCATION
P.O. Box 83720, Boise, ID 83720-0027
(208) 334-2203 ☐ Fax (208) 334-2228 ☐ TDD (208) 334-3337

***APPLICATION FOR**

COMMERCIAL DRIVER TRAINING INSTRUCTOR LICENSE

NAME OF APPLICANT (PLEASE PRINT) _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____ STREET/PO BOX _____ CITY _____ STATE _____ ZIP _____

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

APPLICANT'S DATE OF BIRTH _____ IDAHO DRIVER'S LICENSE #/EXPIRATION DATE _____

DATE OF MEDICAL CERTIFICATE _____ MEDICAL CERTIFICATE MUST ACCOMPANY THIS APPLICATION

NAME AND ADDRESS OF MEDICAL DOCTOR WHO SIGNED THE CERTIFICATE _____

INSTRUCTOR COURSE TITLES (SBE RULE COMPLIANCE) _____ TRANSCRIPT MUST ACCOMPANY APPLICATION

NAME & ADDRESS OF SCHOOL WHERE DRIVER TRAINING COURSE WAS TAKEN _____

DATE COURSES COMPLETED _____

NAME & ADDRESS OF COMMERCIAL DRIVER TRAINING SCHOOL FOR WHICH YOU ARE APPLYING _____

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS VALID AND TRUE TO THE BEST OF MY KNOWLEDGE.

DATE _____ APPLICANT'S SIGNATURE _____

***SEND APPLICATION, TRANSCRIPT & MEDICAL CERTIFICATE TO ABOVE ADDRESS**
($10 FEE MUST ACCOMPANY THIS APPLICATION)

STATE DEPARTMENT OF EDUCATION
DRIVER EDUCATION
P.O. Box 83720, Boise, ID 83720-0027
(208) 334-2203 FAX ☐ (208) 334-2228 ☐ TDD (208) 334-3337

PHYSICAL EXAMINATION

COMMERCIAL DRIVER TRAINING SCHOOL

Personal Description:

_____ **Age** _____ **Sex** _____
Name (PLEASE PRINT)

_____ **Height** _____ **Weight** _____
Address Street/PO Box

_____ **Color: Eyes** _____ **Hair** _____
City State Zip

Physical Requirements: Applicant shall have full and normal use of both hands, both arms, both feet, both legs; shall be free from communicable disease; and shall be free from mental, nervous, organic, or functional disease which is likely to interfere with safe driving.

Vision: Applicant shall have at lease 20/40 vision in one eye and 20/50 in the other without glasses or by correction with glasses. Applicant shall be able to distinguish colors: red, green, and yellow.

Hearing: Applicant shall have adequate hearing in both ears (with or without the use of hearing aids).

Heart: Evidence that the applicant has normal or satisfactory blood pressure and a normal cardio-vascular system.

Statement of Physician:

After *examination, I find _____ is __/ is not __ free from any ailment, disease, or defect that might affect his/her ability to safely operate a commercial driver training vehicle.

_____ _____ M.D. _____
Date **Signature of Physician** **License Number

_____ _____
Physician's Name (Please Print) **Address Street/PO Box City State Zip**

* Examination must be made not more than three months prior to the beginning of service each year.
**Physician must be licensed to practice in Idaho

PHYSICALS ARE REQUIRED EVERY THREE YEARS

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or disability in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Dr. Anne C. Fox, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 334-3300, or to the Director, Office of Civil Rights, Department of Education, Washington, D.C.